

Instruction Sheet

Subject	Upgrading FinancePlus accounting software V3.1
Overview	FinancePlus sends out monthly updates to all clients with a software support agreement . The following routine needs to be run on ALL users computers to make sure each machine has the current version of FinancePlus.

Instructions

Starting the CD

Menu process In Windows: Start > Run > Browse

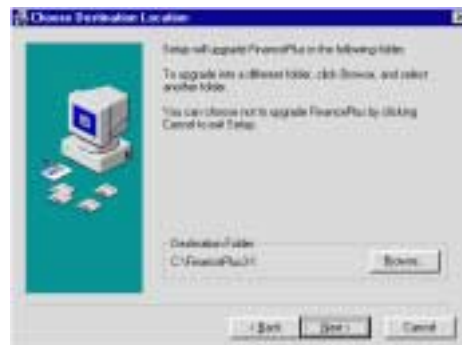


Select the update.exe file from the CD-ROM. Once you do this click on 'OK' and the program should start automatically taking you into the first of the above two screens.

IMPORTANT!

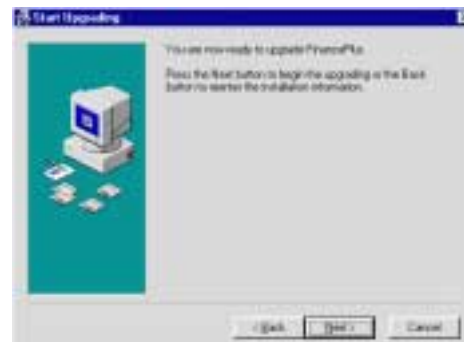
You should always backup your data before upgrading.

Running the upgrade wizard



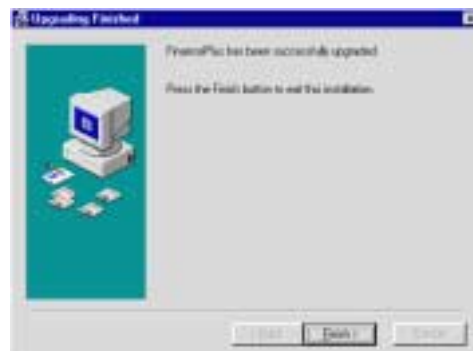
Browse...

Follow the steps involved. The FinancePlus Upgrade will nominate the directory on the user's computer where it thinks it should do the upgrade. However, if this is wrong you may change this by clicking on the *browse* button.





Once you have clicked on next in the **Start Upgrading** screen, the FinancePlus upgrade program will update a number of files. This should take a minute or two depending on the speed of your machine.



When the upgrade program is complete FinancePlus will bring up the above window telling you are done.



Once all machines have been updated the administrator ALONE should login to FinancePlus to make sure the update has been successful and that the datafiles have properly updated. Once this is verified all other users on the system may login.

This process of logging-in by the administrator only needs to be repeated for each company present in the datafiles directory. ie. Where there is more than one company running, the administrator must log into each company before other users start operating.

If you are running 'Department' accounts, V3.1 requires non-departmental accounts to be converted. Please contact FinancePlus Software regarding this matter.